

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 147

PAGE NO. 1. ✓

1. Requesting Agency

DEPARTMENT OF EMPLOYMENT SECURITY

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. ADMINISTRATIVE ACCOUNTING RECORDSQuantity: 30 letter size drawers (45 cubic feet) and 15 trans-
files in storage

Total: 67 cubic feet

Dates: 1944 - -

File Arrangement: Budget Item

Annual Accumulation: 10 drawers (15 cubic feet)

Disposable Amount: 30 cubic feet (estimate)

Audited by: State and Federal

This item includes all standard accounting forms used by State agencies and also those used only by the Department. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1 and E-2 Transmittal

DD-1 Certificate of Deposit and Bank Deposit Slip

R-2 (formerly MR-2) Monthly Report of State Funds Collected
and DepositedDistribution of Unexpended and Obligated Balances
Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies

47-A Purchase Order

100-16 Out-of-Schedule Requisition for Supplies

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

39A & 40A Stores Requisition
CF 2 Copy of Contract Awarded
27-A Copy of Contract Awarded
CF 3 Copy of Contract Awarded
Delivery Invoice
26 A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget & Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
Budget Amendment Schedule Sheet
BP Inv. R101 Report of Fixed Assets (annual)
BP Inv. R102 Report of Materials and Supplies (annual)
BP Inv. 6 Materials and Supplies Physical Inventory (annual)
BB-40 Request for Position Action
BP Inv. 1 Stores Record
BP Inv. 2 Equipment Record
BP Inv. 3 Motor Vehicle Record
Memorandum of Adjustment

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Cancelled Checks
ES 110 Statement of Cash Receipts and Disbursements
ES 111 Statement of Financial Condition
ES 112 Statement of Disbursements, Unliquidated Encumbrances and Balances, by categories
ES 113 Detail of Miscellaneous Category
ES 114 Supplementary Statement to Form ES 112
ES 115 Monthly Time Distribution Sheet
DES 168 Voucher
Petty Cash Summary

The above listed records are supporting documents to the entries made in the permanent books of account and reports required by Federal agencies.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.

2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, State and Federal, whichever is later, and then destroyed. (General Schedule

Approved by
Records Commission

RE LIST FOR RECORDS RETENTION SCHEDULE
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4. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

No. G-1, Item 1-d, approved by the Board of Public Works,
January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years
or until audited, State and Federal, whichever is later, and then
destroyed. (General Schedule No. G-2, Item 1-d, approved by the
Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and ^{Deductions} ~~Exceptions~~ - The agency copy is
to be retained for three years or until audited, State and Federal,
whichever is later, and then destroyed. (General Schedule No. 2,
Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or
until audited, Federal and State, whichever is later, and then de-
stroyed. (General Schedule No. 3, Item 3, approved by the Board of
Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three
years or until audited, State and Federal, whichever is later, and
then destroyed. (General Schedule No. 4, Item 3, approved by the
Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to
be retained for three years or until audited, State and Federal,
whichever is later, and then destroyed. (General Schedule No. 5,
Item 3, approved by the Board of Public Works, May 10, 1954).

3. LEAVE RECORDS

Quantity: 6 letter size drawers (9 cubic feet)
6 card drawers (5" x 8") (3 cubic feet)
Total: 12 cubic feet

Dates: 1950 - -

File Arrangement: alphabetical

Annual Accumulation: 3 cubic feet

Disposable Amount: 3 cubic feet (estimate)

Audit: State and Federal

The following leave records are maintained:

DES 171 Bi-Weekly Time Record
DES 173 Application for Leave of Absence
UC 174 Leave Request - Death in Family
DES 198 Doctor's Certificate Form

After audit, these have no value.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND
FEDERAL)WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

[Signature]

RE EST FOR RECORDS RETENTION SCHEDULE
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NO.**

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4.	<p><u>LEAVE CARD</u></p> <p>Form No.: DES 173A Size: 5" x 8" Quantity: 1 cubic foot Dates: 1950 - - File Arrangement: alphabetical Annual Accumulation: less than $\frac{1}{2}$ cubic foot Audited by: State and Federal</p> <p>A leave card is prepared for each employee annually, shows leave taken during the year and any leave accrued and brought forward from previous years.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED (STATE AND FEDERAL) WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p> <p><i>McLuskey</i></p>